

**United States District Court and United States Probation Office
District of Kansas
Vacancy Announcement #KC07-1**

Position: Human Resources Coordinator
Announcement: KC07-1
Location: Kansas City, Kansas
Issue Date: January 4, 2007
Closing Date: Open Until Filled

Classification Level/Salary Range

CL 23/1 - CL 24/25 (\$28,095 - \$38,890)
* annual salary potential: \$50,556

Position Overview

The Human Resources Coordinator is responsible for the following duties: administering employee benefits, processing personnel paperwork, maintaining personnel files, updating the HRIS database and performing a variety of clerical duties in support of the human resources office.

The Human Resources Coordinator will assist the Human Resources Manager in the following areas: Policy Interpretation, Training and Recruitment.

Qualification Requirements

Mandatory: Applicants must have at least one year of specialized clerical experience in an administrative setting and be a high school graduate. The successful candidate will possess excellent organizational and computer skills, have good communication and customer service skills, pay close attention to detail, and have the ability to work independently and handle multiple tasks at the same time.

Preferred: A college degree from an accredited institution and prior experience working in a human resources capacity.

Educational substitutions: Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months experience.

Employee Benefits

1. 13 days paid vacation for the first three years.
 2. 20 days paid vacation after three years.
 3. 26 days paid vacation after fifteen years.
 4. 13 days paid sick leave per year.
 5. 10 annual paid holidays.
 6. Choice of healthcare coverage from a wide variety of plans.
 7. Life Insurance options.
 8. Participation in the Federal Employees Retirement System.
 9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
 10. Participation in the Long Term Care Insurance plan.
 11. Participation in the Flexible Benefits Program.
 12. Free onsite parking.
 13. Free onsite fitness center.
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How to Apply

Submit cover letter, resume and salary history to:

U.S. District Court
Attn. Human Resources, KC07-1
500 State Avenue, room 259
Kansas City, KS 66101
Fax: 913-551-1425

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). This position is subject to a criminal background check as well as a financial credit check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

For more information on the District of Kansas, please visit our website at www.ksd.uscourts.gov